



CITY OF NEWPORT
DEPARTMENT OF
FINANCE AND ADMINISTRATION
LICENSE DIVISION
859-292-3660

CN-2

**APPLICATION FOR
OCCUPATIONAL LICENSE**

1 NAME OF APPLICANT _____

TRADE NAME OR DBA _____

ADDRESS _____ Telephone No. _____

NEWPORT LOCATION (STREET) _____

MAILING ADDRESS (IF DIFFERENT FROM NEWPORT LOCATION) _____

STREET _____ CITY _____ STATE _____ ZIP _____

DATE OPERATION INTENDED TO START _____

2 CHECK TYPE OF OWNERSHIP ☐ CORPORATION ☐ SOLE OWNER ☐ PARTNERSHIP

3 CORPORATION INFORMATION

If vendor is a corporation, please list corporate name exactly as it appears on your state and federal income tax return.

Corporate name _____ Date of Incorporation _____

4 OWNER (S) OF BUSINESS

If an individual, give name, date of birth, residence address, home telephone number and social security number; if a partnership, give name, residence address, home telephone number and social security number and D.O.B. of each partner; if a corporation, give name and address, home telephone number, and social security number of the President Vice-President, Secretary and Treasurer.

NAME/ADDRESS	D.O.B	TITLE	RES. TEL. NO.	S.S. #

5 IDENTIFICATION NUMBERS

Enter any of the following identification numbers which apply to your company.

FEDERAL EMPLOYERS I.D. NUMBER (The number used to file Federal Income Tax) _____

KENTUCKY ACCOUNT NUMBER (The number used to file Kentucky Income Tax) _____

SOCIAL SECURITY NUMBER (If you are sole proprietor) _____

6 NATURE OF BUSINESS

Please describe the business and its operation, including where and how sales, services, and/or any other activities take place. Be specific. Any license issued will be only for those activities outlined in this application. Any expansion beyond these activities is unlawful until a new application is submitted and approved.

7 Are hazardous materials or guard dogs, pets or other animals at the premises? If so, specify. Give any other information about the premises which would be necessary or helpful to emergency personnel responding to a call there.

8 PAYROLL WITHHOLDING FEE

Will you have employees working in Newport? ☐ YES ☐ NO If yes, give the estimated number _____

The City of Newport also has a withholding fee of 2 ½% of the gross wages paid to employees while they are working within the city limits. It is the responsibility of the business owner to withhold these fees and submit them to the City on a quarterly basis. Forms will be provided. If you wish to have the withholding forms sent to an address other than that listed in Item No. 1, please indicate below:

Name _____

Address _____

9 TIP INCOME

If your business intends to serve food and/or beverages for on premise consumption and your employees will be receiving earned income from tips, you will be required to file an Annual Report on Tip Income. The tip income which you report must equal 8% of the gross receipts from the sale of food and beverages or an additional payment may be due.

10 SUB-CONTRACTORS

Will you be employing Sub-Contractors/Independent Contractors? ☐ YES ☐ NO

If you are employing sub-contractors, Finance Department regulations require that you submit the names, mailing addresses, and a contact person for each sub-contractor/independent contractor. No license can be issued to you until all sub-contractors are accounted for. Use form CN-5 to list this information.

I hereby certify that all information and statements herein are true and correct.

Signed X _____

Official Title _____ Date _____

11 NEWPORT BUSINESS LOCATION APPROVAL

If your business will be located in Newport, your business location must be inspected and approved by the following city departments. No license can be issued to you until your location has been approved.

X _____
Zoning Administrator)

X _____
Building Inspector

X _____
Fire Inspector

ISSUANCE OF THE LICENSE IS:

Approved

Approved Conditionally (conditions attached)

Denied (notification to applicant attached)

Dated this _____ day of _____, 20 _____

X _____
License Inspector

12 AMOUNT OF LICENSE FEE DUE

A. If your business is located INSIDE Newport, the amount of license fee is based on the month of the city's fiscal year in which the business started. The schedule of fees is as follows:

JULY 1 -	JUNE 30 =	\$75.00
AUG 1 -	JUNE 30 =	\$68.75
SEPT 1 -	JUNE 30 =	\$62.50
OCT 1 -	JUNE 30 =	\$56.25
NOV 1 -	JUNE 30 =	\$50.00
DEC 1 -	JUNE 30 =	\$43.75

ANY DATE BETWEEN JANUARY 1 AND JUNE 30 = \$37.50

B. If your business is located OUTSIDE Newport the amount of fee is based on the following criteria:

1) If the estimated value of contracts you will receive in Newport (minus any amount sub-contracted to other companies) is less than \$21,428.00, pay the fees as outlined above (A).

2) If the estimated value of the contracts you will receive to work in Newport (minus any amounts sub-contracted to other companies) is more than \$21,428.00, you should multiply the amount of contracts by 3 1/2 % of one percent (.0035) and pay that amount.

Please note that this is considered an estimated payment. A reconciliation will be performed when your project is completed. At that time additional payments may be due to the city or a refund due to you for overpayment.

All fees are payable when application is filed.

ANY LICENSE ISSUED TO YOU WILL EXPIRE JUNE 30, _____.

Return to City of Newport, Finance Department, License Division, P.O. Box 1090, Newport, KY 41071

The purpose of **FORM CN-2** is for the filing of an initial application for an Occupational License from the City of Newport for businesses/persons who have not been licensed to do business in the City for the last fiscal year. Newport's fiscal year runs from July 1 of one year to June 30 of the next.

Pursuant to City Ordinance all persons doing business within the defined limits of the City of Newport, Kentucky must have an Occupational License to do so whether or not they have an actual business location within the City of Newport.

Businesses/persons, which do have an actual physical location within the City of Newport, must have their application approved by the City's Building, Zoning, and Fire Departments. These inspections will be arranged for you. Please place on the application form a phone number where you can be reached during the hours of 8:00AM and 4:30PM Monday through Friday. A City Building Inspector will contact you to arrange these inspections.

Persons operating a business out of their personal residence can be approved for an occupational license to do so subject to certain zoning restrictions. Persons operating a business out of their personal residence can only be approved to utilize their residence as their office to establish a telephone number and mailing address. Persons operating a business out of their personal residence cannot do any of the following:

- Place any signs on the property indicating that a business is being operating there.
- Operate any type of retail business that is open to the public.
- Have any employees working for their business out of their residence.
- Store any materials related to the operation of the business in the yard or drive way. All materials must be stored inside the property or in a garage or other storage facility.

Violation of any of these restrictions can result in your business license being revoked.

LEASE REQUIREMENT

Regardless of the location of your business, if you do not own the property out of which the business will be operated, you must file a copy of a lease agreement signed by the property owner indicating the owner's approval for you to operate a business there. If you do not have a written lease, then

another written statement must be signed by the property owner and filed with your application.

FEES

To calculate the amount of fee to file with your application form, please refer to Section 12 on the second page of the form for the proper calculation.

RENEWALS

Any license issued from an initial application form will expire on June 30 of any year. If you wish to file a return for the **Renewal** of an existing license, please go to **FORM CN-16**.

The filing date for renewals is April 15 for businesses on a calendar year and 105 days after the end of any fiscal year.

OPERATING WITHOUT A LICENSE

Pursuant to City Ordinance any business/person who begins operating their business or performing a contractual service in the City without first obtaining a license from the City's Finance Department can be assessed a license fee that is double the amount normally due.

ALCOHOLIC BEVERAGES

Any business/person that choose to include the sale of alcoholic beverages in their business must acquire separate licenses from both the City of Newport and Commonwealth of Kentucky to do so. These forms can be obtained by calling the Office of the Alcoholic Beverage Control Administrator at 859-292-3660.